

Central Intelligence Agency



Washington, D.C. 20505

(b)(3)

May 6, 2008

APPROVED FOR  
RELEASE ☐ DATE:  
18-Aug-2010

Mr. Mark S. Zaid  
Executive Director  
The James Madison Project  
1250 Connecticut Avenue, NW  
Washington, D.C. 20036

Reference: F-2008-01006

Dear Mr. Zaid:

On 18 March 2008, the office of the Information and Privacy Coordinator received your 14 March 2008 Freedom of Information Act (FOIA) request for:

**Copies of all course materials, including program brochures, syllabi, reading materials, examinations, visual aids, and recordings, for all non-language courses taught from 2006-2008 at the ten schools (not including the Language Institute) comprising CIA University, including but not limited to the Sherman Kent School for Intelligence Analysis (particularly courses from the Career Analyst Program, the Essential Skills Program, and the Advanced Analyst Program), the Mission Academy (particularly the courses entitled 'CIA 101' and 'Writing for the President') and the Leadership Academy. In addition to the exclusion of the Language Institute, materials related to the Clandestine Service Training program are also excluded from this request.**

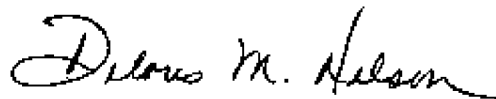
In a recent telephone conversation with one of our analysts, one of your employees confirmed that you were not seeking any language courses in any school, nor were you seeking "any courses taught at The Farm." We have assigned your request the reference number above. Please use this number when corresponding so that we can identify it easily. We apologize for the delay in responding to your request.

We accept your request and will process it according to the FOIA, 5 U.S.C. § 552, as amended, and the CIA Information Act, 50 U.S.C. § 431, as amended. Unless you object, we will limit our search to CIA-originated records existing through the date of this acceptance letter.

As an act of administrative discretion, there will be no charge for processing your request.

Despite our best efforts, the large number of FOIA requests CIA receives has created unavoidable processing delays making it unlikely that we can respond within the 20 working days the FOIA requires. You have the right to consider our honest appraisal as a denial of your request and you may appeal to the Agency Release Panel. A more practical approach would permit us to continue processing your request and respond to you as soon as we can. You will retain your appeal rights and, once you receive the results of our search, can appeal at that time if you wish. We will proceed on that basis unless you object.

Sincerely,

A handwritten signature in black ink that reads "Delores M. Nelson". The script is cursive and fluid, with the first name being the most prominent.

Delores M. Nelson  
Information and Privacy Coordinator

